



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**GREIL MEMORIAL PSYCHIATRIC HOSPITAL**  
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JOHN M. HOUSTON  
COMMISSIONER

ALLEN L. STEWART, LPC  
FACILITY DIRECTOR

**REVISED**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

<b><u>JOB TITLE:</u></b>	<b>Planning &amp; Quality Assurance Spec. IV</b>	<b><u>NUMBER:</u></b>	<b>10-13</b>
<b><u>JOB CODE:</u></b>	<b>Q4000</b>	<b><u>DATE:</u></b>	<b>12/03/10</b>
<b><u>SALARY RANGE:</u></b>	<b>80 (\$52,663.20 - \$80,287.20)</b>	<b><u>PCQ#:</u></b>	<b>8832985</b>
<b><u>JOB LOCATION:</u></b>	<b>Greil Memorial Psychiatric Hospital 2140 Upper Wetumpka Road Montgomery, Alabama 36107</b>		

**QUALIFICATIONS:** Master's Degree in Public Health Administration, Business Administration, Social Work, Special Education, Education, Psychology, Nursing, a Human Services field, or a Social Sciences field that includes training in statistical analysis or research. Registered Nurses qualify with a bachelor's degree in nursing. Extensive (72 months or more) experience in mental illness and in supervising the work of others. Considerable (48 months or more) experience in quality assurance/ quality improvement.

**KIND OF WORK:** Plans, organizes, develops, coordinates and implements a comprehensive quality/performance improvement and planning program for Greil Memorial Psychiatric Hospital to include the monitoring of hospital-wide quality/performance improvement program. Coordination, preparation and submission of planning documents required. Collects, reviews, collates and submits data for review by pertinent committees and departments. Coordinates the preparation for Joint Commission (JCO) and the Center for Medicare and Medicaid surveys. Serves as an advisor to all departments and committees regarding quality/performance improvement and JCO, Medicare & Medicaid activities. Oversees the credentialing and privileging process of full-time and contracted clinical positions. Plans, submits and presents reports regarding quality/performance improvement. Chairs and participates in assigned committees and meetings. Participates in mock surveys at other mental illness facilities. Disseminates information regarding quality/performance improvement, JCO and Medicare standards. Performs others administrative duties as assigned by the Facility Director.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to plan, organize, develop, coordinate and implement a comprehensive quality/performance improvement and planning program. Extensive knowledge of quality/performance improvement techniques. Ability to develop reports and other professional documents. Ability to communicate effectively both verbally and in writing. Ability to work with all levels of staff in a professional manner. Ability to analyze information and recommend appropriate action. Ability to use a personal computer to maintain databases and prepare reports, graphs and charts. Knowledge of JCO and Medicare

**Planning & Quality Assurance Specialist IV**  
**10-13**  
**Page 2**

standards and regulations. Knowledge of quality/performance improvement in a hospital setting.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Application), which may be obtained from this office, other Department of Mental Health and Retardation facility Personnel Offices, or at [www.mh.state.al.us](http://www.mh.state.al.us). Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application.

**RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION.**

Applications should be returned to the Human Resources Department, Greil Memorial Psychiatric Hospital, 2140 Upper Wetumpka Road, Montgomery, Alabama 36107, by **UNTIL FILLED** to be considered for this position.

**COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING THE INTERVIEW. AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPTS MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE HUMAN RESOURCES OFFICE AT THE ABOVE ADDRESS.**

***APPLICANTS BEING GIVEN SERIOUS CONSIDERATION FOR EMPLOYMENT WILL BE SUBJECT TO A BACKGROUND CHECK. DRUG TESTING WILL BE REQUIRED BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED.***

***JOINT COMMISSION ACCREDITED***